

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No. K0049013	10. Budget Program Number 1210		Agency Number
2. Employee Name (leave blank if position vacant) vacant		11. Present Class Title (if existing position) Human Service Specialist			
3. Division East Region		12. Proposed Class Title			
4. Section Performance Improvement	For Use By Personnel	13. Allocation		Position Number	
5. Unit IV-E Eligibility unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) X Full time Perm. Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM	Office	17. Audit Date: By: Date: By:			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
Patrick J. Pence	Public Service Administrator II	K00592343

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Same as above

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee is given the latitude to perform tasks within the timeframe of policy manuals, clarification, Federal and State regulations and area procedures. Goals and objectives are established for this position by the supervisor. State and local training will be provided to assist the employee in learning policy and procedures. Unit meetings, conferences and reports will be used to provide and evaluate goals, results and performances.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	<p>The tasks and responsibilities of this position will be reviewed for accuracy, completeness and timelines with the agency policy and practice standards. Performance evaluation for this position is completed by the supervisor. This will be achieved through reviewing completed work assignments for results obtained, individual conferences, reports, team meetings and feedback from others. This position works closely with Prevention and Protection Services (PPS) units and individual social workers. The goal of this position is to ensure eligibility for IV-E and medical is determined accurately and timely.</p>
<p>1. 40% E</p>	<p>Eligibility Determination</p> <ul style="list-style-type: none"> • Accurately and timely determines initial and on-going eligibility of all children who come into State custody for federal IV-E funding and medical eligibility within their assigned caseload. This task will require analyzing, interpreting, and applying numerous complex policies and regulations to the situation. Assess and verify information obtained from family and other sources. Implements federal (IV-E) or state (GA) funding guidelines for foster care, JJA, and Indian Tribal cases. • Investigates customer's circumstances through the use of available computer information systems, research of records provided by customers and community sources to gain adequate information to make eligibility decisions. • Utilizes fundamental accounting principles and general understanding of legal terminology and principles to analyze, quantify, and apply policy. • Apply all current Federal and State rules and regulations regarding Title IV-E eligibility funding which will require a high degree of concentration for the purpose of maximizing Federal Financial Participation. • Receives and analyzes information from other agency staff, stakeholders, courts, and other sources to update and re-determine eligibility. • Complete applications for DCF to become the representative payee on all foster care children in DCF custody receiving social security benefits. This will include maintaining ongoing case management regarding SS benefits with the Social Security Administration and processing allowable expenditures from the WARDS system.
<p>2. 40% E</p>	<p>Caseload/Workload Management</p> <ul style="list-style-type: none"> • Organizes and manages caseload/workload using computer and manual information systems, alerts, system data, and reports. Plans, implements and updates time management strategies to ensure the quality, quantity, and timely completion of job duties. • Establish and maintain files containing all necessary documentation to support eligibility according to established policy. • Coordinates the transfer of files to other DCF service centers as needed. • Provide monthly status reports documenting activities directly related to all assigned caseload/workload duties. • Establishes and maintains custodianship files. Assess and verify all information to determine continued eligibility.

3.

10%

E

Communication/Documentation

- Maintains clear and timely records of eligibility for programs provided by DCF. Maintains IV-E /JJA data base. Inputs FACTS information into the system and generates a FACTS face sheet.
- Prepares files for case reads and audits.
- Works in partnership with other agency staff to research, analyze, and resolve issues related to eligibility determinations.
- Develops and maintains a good working relationship with all agency staff and community resources.
- Actively participates in the regional quality assurance processes to assure the accuracy of eligibility determinations and redeterminations.
- Participates in the Peer Review processes.

4.

10% M

Other

- Completes agreed upon tasks that are not specifically outlined in the position description but are important to the mission and vision of the agency, the Region and our consumers.
- Actively and regularly participates in supervisory conferences and unit meetings.
- Is responsible for individual learning by attending and participating in agency related trainings as specified in the Regional training plan, agency PPM revisions and other workshops to enhance skills as negotiated with the supervisor.
- Assists direct supervisor when providing training related to eligibility determinations and required supporting documentation to DCF staff.
- Other duties as assigned by the direct supervisor.
- Assists direct supervisor when providing training related to eligibility determinations and required supporting documentation to DCF staff.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

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- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - (X) Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Employee will have daily contact with other agency personnel, contract agency staff and staff from other community agencies to gather or verify information used in determining eligibility.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee will be involved in on-going interactions with providers, court, collateral agencies involved with DCF customers. There will be very little contact with customers receiving services. Work environment involves normal everyday hazards or discomforts.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of personal computer and 10 key calculator, KAECSES, FACTS, CASIMS and MMIS mainframe systems, telephone, copy machine, fax machine, word processing and database software. Use of a car required for travel in and around the East region and the State.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education or Training - Special or professional

Four years of experience in interviewing, investigating, compiling information, documentation decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency. DCF prefers a person who has experience determining financial eligibility and experience with child welfare services.

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

Four years of experience in interviewing, investigating, compiling information, documentation decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency. DCF prefers a person who has experience determining financial eligibility and experience with child welfare services.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date